



## Recognition of Employee Service Policy

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Administrative Responsibility: Director, Human Resources  
Approver(s): Vice-President, Finance & Administration

### 1. Purpose

The purpose of this policy is to provide recognition to those employees of longstanding service with OCAD University (“OCAD U” or “the University”).

### 2. Scope

This policy applies to all permanent OCAD U employees.

### 3. Policy

Employee length of service will be acknowledged in five-year increments, starting at 20 years of service. Recipients will be recognized within the OCAD U community through an announcement at an annual employee appreciation event. Recipients will also receive a letter of congratulations from the President.